

## **BID SPECIFICATIONS**

**Perform Preventive Maintenance and Inspections (PMI) on the equipment listed in the attached schedule. PMI's will include those tasks included in the attached schedule and per the Typical TMI scope below.**

### **Typical PMI's**

#### **Comfort Cooling Equipment**

1. Verify refrigerant charges, oil levels and check superheat and sub-cooling.
2. Verify voltage and amperage loads on compressors, blower motors and condenser fan motors.
3. On chilled water systems, check pump pressures, voltage and amperages and inspect seals and adjust when possible.
4. Adjust belt tensions and sheave and pulley alignments as needed and note any unusual wear.
5. Inspect contactors and test safeties.
6. Lubricate motor and shaft bearings.
7. Check temperatures on evaporators.
8. Change filters in air handlers.
9. Test chilled water glycol levels annually
10. Insure condensate drainage
11. Inspect condition of evaporator coils
12. Clean condenser coils annually

#### **Comfort Heating Equipment**

1. Inspect burner flame and adjust if necessary
2. Verify voltage and amperage loads on blower and pump motors
3. On hot water heating systems, check pump inlet and outlet pressures, inspect pump seals and adjust if possible
4. Inspect contactors and test safeties
5. Inspect heat exchangers for failures
6. Lubricate motor and shaft bearings
7. Adjust belt tensions and sheave and pulley alignments as needed and note any unusual wear
8. Complete combustion analysis on boilers annually
9. Change filters in air handlers
10. Test hot water chemical levels annually

#### **Supply and Exhaust Ventilation Equipment**

1. Adjust belt tensions and sheave and pulley alignments as needed and note any unusual wear
2. Verify motor voltages and amperages
3. Lubricate motor and shaft bearings

#### **Terms, Conditions, Clarifications and Exclusions:**

1. Work is to be completed during normal working hours, 7:30am – 4:30 pm and on dates agreed upon by representatives by both parties.
2. Preventive maintenance and inspections to be completed only on the equipment listed in the attached schedule
3. Price does not include any parts replacement, repairs or excessive cleaning required due to existing condition of equipment
4. It is agreed that sixty, (60) days advance notice will be provided prior to future rate adjustments and that either party may terminate this agreement with thirty, (30) days advanced written notice.
5. Upon acceptance of this bid Rush County will be placed on the **PREFERRED CUSTOMER LIST**. This entitles the customer to:
  - a. Emergency service before non-agreement customers
  - b. Reduced service rates on regular hours and proportionately on overtime and premium time hours
  - c. Complete equipment maintenance reports on equipment serviced
6. **Does not include any notification for inspection of pressure vessels (boilers) or the labor and material associated with these inspections. The vendor will provide these services on a time and material basis upon the owner's request. These inspections are required by the state every two (2) years.**
7. Only annual chemical testing is included. Chemical adding or changing is to be completed on a time and material basis

**Contract Duration:**

Two (2) years from date of signing

**Invoicing and Payment Terms:**

Monthly invoicing, net 30 days

See Attached Equipment Listing

See below advertised legal notice in the Rushville Republican Newspaper Thursday, February 25<sup>th</sup>, Thursday, March 4<sup>th</sup> also on the Rush County web site.

**NOTICE TO BIDDERS**

**Rush County Courthouse – 2010/2011 Preventive Maintenance Contract**

Sealed bids will be opened by the Board of Commissioners of Rush County, in the Rush County Court House, in Rushville, Indiana at 10:00 A.M., during their regular scheduled meeting on Monday, March 15<sup>th</sup>, 2010.

Bid Specifications may be picked up at the Rush County Auditor's Office located on the second floor of the Rush County Courthouse, at 101 E 2<sup>nd</sup> Street, Room #212 Rushville, or go to the Rush County Web Site [www.rushcounty.in.gov](http://www.rushcounty.in.gov)

All bids must be filed in the office of the Rush County Auditor, at the Rush County Court House, in Rushville, Indiana 46173, before 10:00 A.M. on Monday March 15<sup>th</sup>, 2010

The Commissioners reserve the right to reject any and all bids.